



# City of Tempe

## WATER INVENTORY SERVICES SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	082	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$18.403365
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$24.844712
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Parts Specialist
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Warehouse Supervisor or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.
<i>Education:</i>	Equivalent to completion of the twelfth grade. Additional training in inventory control and/or accounting is desirable.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Water and Wastewater purchasing and warehouse operations including the receipt, storage, distribution and inventory of equipment and supplies.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Order materials, supplies and clothing; prepare requisitions and purchase orders; code to proper accounts and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Act as vendor and customer liaison for all portions of orders, acquisitions, and general transactions.
- Receive stock and issue materials, supplies and clothing; verify incoming shipments for appropriate quantity and quality.
- Conduct monthly cycle counts to maintain the integrity of the warehouse database listing; ensure counts are accurate.
- Support field crews with delivery of appropriate complement of parts-sets during emergency situations, as necessary.
- Project and maintain inventory materials, supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead-time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Participate in the design and maintenance of the computer inventory system; maintain an automated supply ordering system; maintain accuracy of computerized inventory system.
- Provide follow-up on all orders to insure delivery schedules are met.
- Prepare bid specifications for all operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Participate in budget administration; monitor and control budgetary expenditures.
- Ensure and conduct daily deliveries; complete in a timely manner.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc. (i.e. unload freight, move pallets and skids, etc.);
- Operate city vehicles (1-ton long bed truck and forklifts);
- Use tools (i.e. box cutters, tin snips, shovels, brooms, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Other physical labor essential to the classification (move boxes, crates and inventory, cleaning warehouse);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;

- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1990*  
*Reviewed August 1995*  
*Revised September 1997*  
*Revised July 2005*  
*Revised January 2017 (add physical/mental activities)*  
*Revised March 2019 (PW reorg – move to Municipal Utilities Dept.)*